

APPENDIX F - CHECKLIST

(Vendor Response Checklist)

This list is provided in order to assist Vendors in submitting a compliant proposal – it is neither authoritative nor exhaustive and Vendors are advised to carefully read and respond to the entire RFP. **Checking the boxes off on this list does not constitute a complete response to the RFP – VENDORS MUST ANSWER EACH INDIVIDUAL MANDATORY REQUIREMENT IN A WAY THAT SHOWS THE VENDOR HAS READ, UNDERSTANDS, AND FULLY COMPLIES WITH EACH MANDATORY REQUIREMENT. FAILURE TO DO SO MAY RESULT IN THE DISQUALIFICATION OF A VENDOR’S RESPONSE.**

- Vendors are strongly encouraged to check with their proposed Client References prior to the Response Due Date to ensure that all Client References are notified that they will be contacted by DIS. **DIS will attempt to contact Client References on the date of evaluations. This is a competitive process and Client References are worth 10% of the available points – if DIS is unable to contact a Client Reference on the date that evaluations are scored, it will negatively affect Vendor’s overall Client Reference score.**
- Vendors should read the entire RFP prior to responding. **A common reason for Vendor disqualification is failure to comply with a Mandatory Requirement – often due to a Vendor’s failure to read and understand the RFP.**
Vendors are encouraged to submit questions regarding the RFP as early as possible. If a Vendor is unsure as to whether they meet a requirement of the RFP, they should submit a question to the RFP coordinator prior to responding to the RFP.
- Note that **only** Vendor Responses which comply with **all** requirements listed will be scored.
- Vendors shall not alter Mandatory items, scored items, or price model(s). Such alteration will be grounds for disqualification of Vendor’s Response.

Each Vendor's Response to the RFP should contain and/or comply with the following completed elements:

Section	Description	On RFQ Page	Attachment Required?	Confirm Compliance with Requirement (Yes?)
3.2	Optional Letter of Intent	5		
3.6	Response Contents	6		
3.7	Number of Response Copies Required	6		
3.8	Response Presentation and Format Requirements	7		
3.1	(M) Delivery of Responses	8		
3.18	(M) Contract Requirements	9		

<u>3.19</u>	<u>(M) Incorporation of Documents into Contract</u>	<u>10</u>		
<u>4.1</u>	<u>(M) Letter of Submittal (Executive Summary)</u>	<u>12</u>		
<u>4.2</u>	<u>(M) Vendor Profile</u>	<u>12</u>		
<u>4.3</u>	<u>(M) Vendor Organizational Capabilities</u>	<u>13</u>		
<u>4.4</u>	<u>Minimum Qualifications</u>	<u>13</u>		
<u>4.5</u>	<u>(M) Staff Qualifications</u>	<u>13</u>		
<u>4.6</u>	<u>Vendor Account Manager</u>	<u>13</u>		
<u>4.7</u>	<u>(MS) Client References (10 points total)</u>	<u>13</u>		
<u>4.8</u>	<u>(M) Vendor Licensed to do Business in Washington</u>	<u>14</u>		
<u>4.9</u>	<u>(M) Use of Subcontractors</u>	<u>14</u>		
<u>4.10</u>	<u>(M) Prior Contract Performance</u>	<u>14</u>		
<u>4.11</u>	<u>(M) Insurance</u>	<u>15</u>		
<u>5.1</u>	<u>(MS) Data (30 points total)</u>	<u>21</u>		
<u>5.2</u>	<u>(MS) Project Feasibility (30 points total)</u>	<u>21</u>		
<u>5.3</u>	<u>(MS) Expedient Data Delivery (20 points total)</u>	<u>22</u>		
<u>5.4</u>	<u>(MS) Process for Repeated Data Updating (10 points total)</u>	<u>22</u>		
	<u>Appendix A: Certifications and Assurances</u>			
	<u>Appendix B: Proposed Contract</u>			
	<u>Appendix C: OMWBE Participation Form [if applicable]</u>			
	<u>Appendix G: Client Reference Form</u>			

Checking the boxes off on this list does not constitute a complete response to the RFP – VENDORS MUST ANSWER EACH INDIVIDUAL MANDATORY REQUIREMENT IN A WAY THAT SHOWS THE VENDOR HAS READ, UNDERSTANDS, AND FULLY COMPLIES WITH EACH MANDATORY REQUIREMENT. FAILURE TO DO SO MAY RESULT IN THE DISQUALIFICATION OF A VENDOR’S RESPONSE.

REMINDER: This list is provided in order to assist Vendors in submitting a compliant proposal – it is neither authoritative nor exhaustive and Vendors are advised to carefully read and respond to the entire RFP.